



Defense Travel Management Office



WELCOME T-101 Document Processing - AUTHORIZATIONS



DTS T-101 CLASS OVERVIEW

Topic: DTS Document Processing-Authorizations

Target Audience: Travelers - NDEAs - AOs

(Any one who makes or approves travel orders)

Time: 60-70 minutes

Pre-Requisites: None



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

If problem persists call the DISA Help Desk



ATTENDANCE CREDIT



SELECT: *GUEST*

**ENTER: *FULL NAME + SERVICE/AGENCY
INITIALS***

Acrobat® Connect™ Professional

F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

***Helen
Smith/DTMO***

Enter Room

☐ Enter with your login and password



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

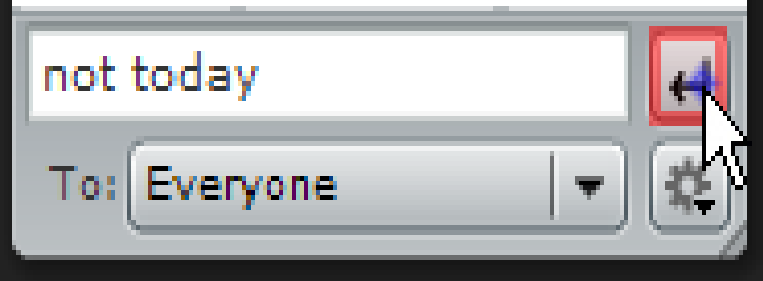


COMMUNICATING IN CLASS



Jacquie Beck - guest:

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?



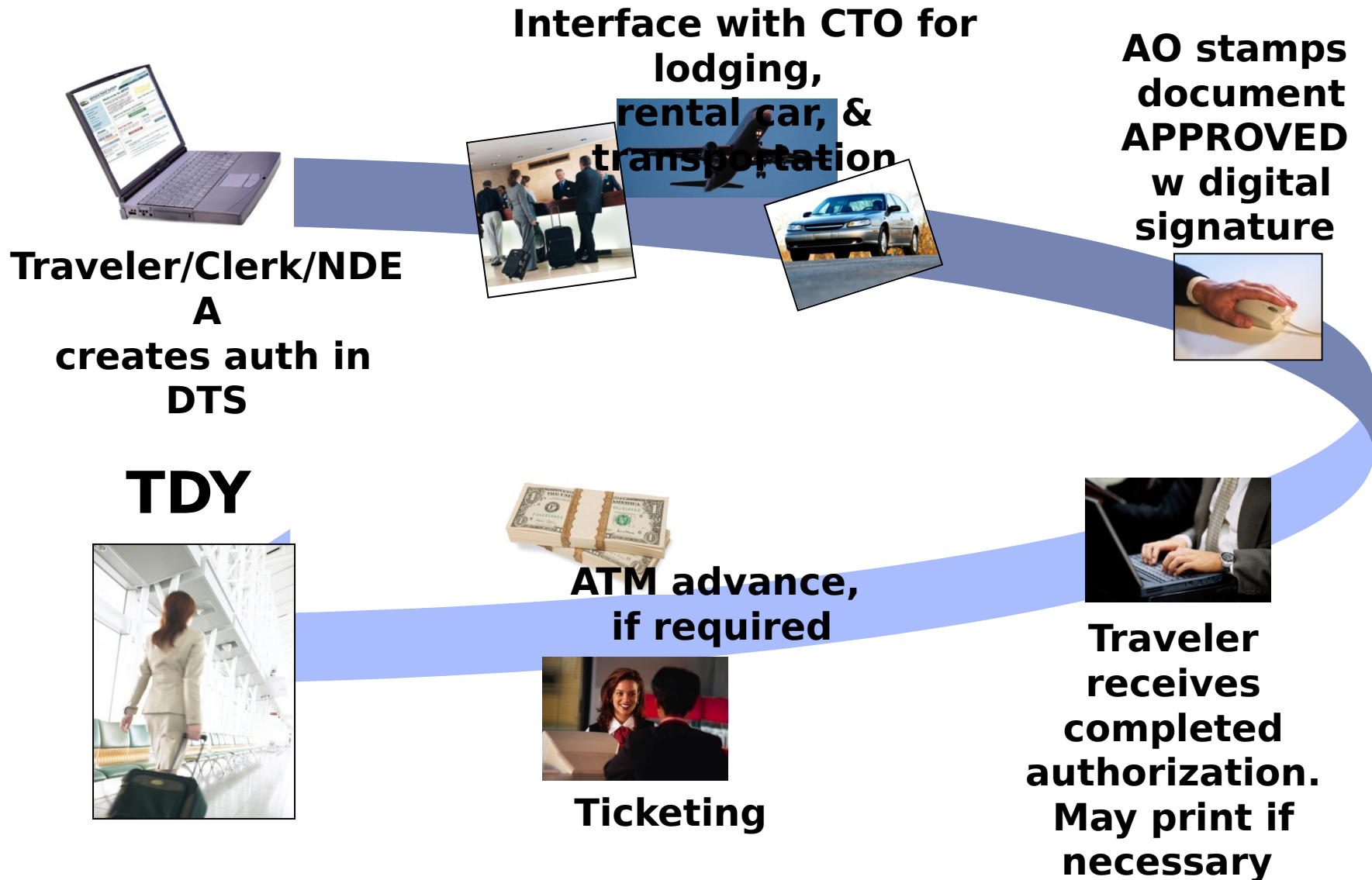


TRAINING OBJECTIVES

- **Create an Authorization in DTS**
- **Complete a TDY trip itinerary**
- **Make travel reservations**
- **Enter estimated expenses**
- **Select Lines of Accounting**
- **Add or modify per diem entitlements**
- **Validate your EFT information**
- **Sign **Authorization** to route for approval**



DTS AUTHORIZATION PROCESS






DTS HOME PAGE

Logged In As: Eric T West

[Help for this screen](#)



Defense Travel System

A New Era of Government Travel

Logoff

Official Travel

Official Travel - Others

Traveler Setup Administrative

Welcome Eric T West

Organization: DTMOCS

Org Access:

Group Access: (All)

Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
EWCAMPENDLET022712_A01	CTO BOOKED	02/27/12	AUTH
EWCAMPENDLET032612_A01	CTO BOOKED	03/26/12	AUTH

Message Center

Check here for messages.

Back to Top



ACCESS AUTHORIZATIONS MODULE

Logged In As: Eric T West

[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[Logoff](#)

Official Travel ▼

Official Travel - Others ▼

Traveler Setup

Administrative ▼

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Restore Purged Documents

Eric T West

DTMOCS

Group Access: (All)

Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
EWCAMPENDLET022712_A01	CTO BOOKED	02/27/12	AUTH
EWCAMPENDLET032612_A01	CTO BOOKED	03/26/12	AUTH

Message Center

Check here for messages.

[Back to Top](#)



CREATE NEW AUTHORIZATION/ORDER

Logged In As: [Eric T West](#)


Screen ID: 1001.1

[Close Window](#)

Traveler Name: [Eric T West](#)

Document Type: Authorization

[Help for this screen](#)



Defense Travel System
A New Era of Government Travel

View Vouchers

View Local Vouchers

View Group Authorizations

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#)[Create Trip Template](#)


Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
EWCAAMPENDLET032612_A01	03/26/12	CTO BOOKED		view / edit	print	trip cancel	
EWCAAMPENDLET022712_A01	02/27/12	CTO BOOKED		view / edit	print	trip cancel	
EWWHYAZ022312_A01	02/23/12	POS ACK RECEIVED	001936	view	print	trip cancel	amend
EWWHYAZ022212_A01	02/22/12	POS ACK RECEIVED	00190R	view	print	trip cancel	amend



CREATE ITINERARY: ENTER DEPARTURE INFORMATION

Logged In As: [Eric T West](#) Screen ID: 1151.1 [Close Window](#)
Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel


Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: * ← Starting locations in profile:
RESIDENCE
DUTY STATION

*Departing On: 
(mm/dd/yyyy)

*Trip Type: *Trip Purpose:

Trip Description:



CREATE ITINERARY: DEPARTING DATE & TRIP TYPE

Logged In As: [Eric T West](#)


Screen ID: 1151.1

[Close Window](#)

Traveler Name: [Eric T West](#)

Document Type: Authorization

[Help for this screen](#)



Defense Travel System
A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A

I am leaving from - (Select from list or enter below):

*Starting Point:

*Departing On:
(mm/dd/yyyy)

*Trip Type:

*Trip Purpose:

Trip Description:

Starting locations in profile:

RESIDENCE

DUTY STATION

12



TRIP TYPE OPTIONS

from - (Select from list or enter below):

: RES: Warrenton * VA Search

11/09/2010 (mm/dd/yyyy)

Select

Select

AA-ROUTINE TDY/TAD

AB-OPEN ALLOTMENT

AX-ARRANGEMENTS ONLY

B-PERM CHG STA

C-PERMISSIVE

D-HOUSE HUNTING

E-INVITATIONAL

E1-ITA FAMILY TRANS ONLY

E2-ITA FAMILY FULL REIMB

SPECIAL CIRCUMSTANCES

Rental

icle transportation in expense-mileage. Use of government

TDY

Reimbursements

- Transportation and Lodging
- Mileage and Non-Mileage
- Meals and Incidental

Special

Circumstances

- Available as a Trip Type



CREATE ITINERARY: TRIP PURPOSE & TRIP

Logged In As: [Eric T West](#)


Screen ID: 1151.1

[Close Window](#)

Traveler Name: [Eric T West](#)

Document Type: Authorization

[Help for this screen](#)



Defense Travel System
A New Era of Government Travel

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point:

*Departing On:

*Trip Type:

*Trip Purpose:

Starting locations in profile:

RESIDENCE

DUTY STATION

Trip Description:

Attending training on Defense Travel System



ITINERARY SECTION B: SELECT TRAVEL MODE & TIME

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: RES: Woodbridge

*VA

Search

Starting locations in profile:

RESIDENCE

DUTY STATION

*Departing On: 05/21/2012

(mm/dd/yyyy)

*Trip Type:

AA-ROUTINE TDY/TAD

*Trip Purpose:

TRAINING ATTENDANCE

Trip Description:

Attending training on Defense Travel System

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Time:



10:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)



ITINERARY SECTION C: ENTER TDY LOCATION

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air



Rail



Rental Car



Other



Time:

10:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1:

Camp P

*Arriving On:

- Camp Parks, CA
- Camp Pendleton Usmc, CA
- Camp Pendleton, CA
- Camp Perry Aqs, OH
- Camp Perry, OH

*Departing On:

Location Tools:

Search By:


- Location
- State/Country - Location
- Zip Code
- County Lookup




CREATE ITINERARY: IDENTIFY OUTBOUND TRAVEL

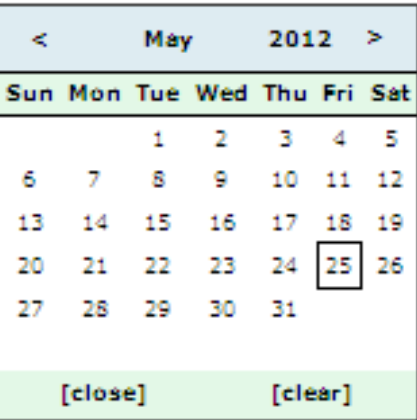
C My TDY location is - (Where I will be working):

*Location 1:

*Arriving On: 
(mm/dd/yyyy)

*Departing On: 

D At this location

Ret 

E Will you be traveling to this location?

Location Tools:

Search By:



CREATE ITINERARY: IDENTIFY ADDITIONAL RESERVATIONS

C

My TDY location is - (Where I will be working):

*Location 1:

CAMP PENDLETON, CA

*Arriving On:

05/21/2012

(mm/dd/yyyy)

*Departing On:

05/25/2012

(mm/dd/yyyy)

Location Tools:

Search By:

Location

State/Country - Location

Zip Code

County Lookup

D

At this location I will need - (Select all that apply from the list below)

Rental Car

☐

Lodging

☐

E

Will you be traveling to another TDY location?

Yes

No



CREATE ITINERARY: IDENTIFY RETURN TRAVEL

B My TDY location is - (Where I will be working):

[Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	CAMP PENDLETON,CA	05/21/12	05/25/12	Edit	Delete

C I am returning to: (Select from list or enter below):

*Ending Point:

 *

*Arriving On:

(mm/dd/yyyy)

Return locations in profile:

RESIDENCE
DUTY STATION

*Trip Duration:

☐ 12 Hours or Less

☐ >12 - 24 Hours - With Lodging

☐ >12 - 24 Hours - No Lodging

☒ Multi-Day

D I will be returning from my TDY by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Time:

☒

☐

☐

☐

Select

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)


E Check this box if you have other ticketed transportation not listed above: ☐

CTO Full Assistance Request

Save and Proceed



CTO FULL ASSISTANCE SCREEN

**Defense Travel System**
A New Era of Government Travel

Selecting this option will require manual intervention by your Commercial Travel Office. A fee of up to \$21.59 will be assessed to this travel order.

This screen contains pre-populated information from the traveler's itinerary. You can now add or modify comments to help the CTO understand the reservation needs of the traveler.

RES: ANNANDALE, VA - NEW YORK COUNTY, NY departing 09/10/2008 at 11:00AM

CTO Comments - Air

If necessary, add additional comments to the CTO:

CTO, please assist traveler with air reservations: from RES: ANNANDALE, VA to NEW YORK COUNTY, NY 09/10/2008 at 11:00AM

NEW YORK COUNTY, NY - RES: ANNANDALE, VA departing 09/30/2008 at 12:30PM

CTO Comments - Air

If necessary, add additional comments to the CTO:

CTO, please assist traveler with air reservations: from NEW YORK COUNTY, NY to RES: ANNANDALE, VA 09/30/2008 at 12:30PM

NEW YORK COUNTY, NY 09/10/2008 - 09/30/2008

CTO Comments - Car

If necessary, add additional comments to the CTO:

CTO, please assist traveler with rental car reservations: compact car for NEW YORK COUNTY, NY from 09/10/2008 to 09/30/2008

NEW YORK COUNTY, NY 09/10/2008 - 09/30/2008

CTO Comments - Hotel

Please provide in the box below any additional information the CTO may need, such as hotel name or zip code:

CTO, please assist traveler with lodging reservations: NEW YORK COUNTY, NY from 09/10/2008 to 09/30/2008

Cancel CTO Assistance

Send Comments to CTO



ITINERARY: SAVE AND PROCEED

B My TDY location is - (Where I will be working):

[Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	CAMP PENDLETON,CA	05/21/12	05/25/12	Edit	Delete

C I am returning to:(Select from list or enter below):

*Ending Point: RES: Woodbridge * VA

*Arriving On: 05/25/2012
(mm/dd/yyyy)



Return locations in profile:

- RESIDENCE
- DUTY STATION

*Trip Duration: ☐ 12 Hours or Less ☐ >12 - 24 Hours - With Lodging
☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

D I will be returning from my TDY by - (Select from the list below)

Commercial
Air
☒

Rail
☐

Rental Car
☐

Other
☐

Time:
10:00 AM

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above: ☐



DoD POLICY REGARDING USE OF DTS



**Commercial transportation
reservations
Commercial lodging reservations
can be secured via
DTS or CTO**

BUT


**PER DoD POLICY
JFTR/JTR**

**ALL TRANSPORTATION
RESERVATIONS THAT
CAN BE MADE IN DTS
SHOULD BE MADE IN DTS***

***Even reservations completed by third parties
Such as embassy staff**



AIR RESERVATIONS: SCREEN REVIEW

**Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Air Travel


[Modify Search](#)

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):

* Arrival Airport (or city, state):

* Arrival or Departure:



Show Alternate Airports: ☐

[Search](#)

Air Travel

Please select flights for DCA - Washington
Ronald Reagan National Apt to LAS - Las Vegas
McCarran International Apt
departing on 05/25/2009 [Skip This Flight](#)


RESERVATIONS SUMMARY:
AIR: \$0.00

[GSA Contract w/
Limited Availability](#) [GSA Contract
Airfare](#) [Other Gov't
Airfare](#) [Other Airfare](#) [AltGSA](#)

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

\$233.20 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

[Class: KCADCA](#) [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 Delta	07:00 AM Depart DCA - Washington Ronald Reagan National Apt 08:59 AM Arrive ATL - Atlanta Hartsfield- Jackson Intl Apt	Mon 25-May-09	Flying Time: 1h 59min Lay-over Time:
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AIR RESERVATIONS: REQUEST ASSISTANCE

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
DCA - Washington Ronald Reag

* Arrival Airport (or city, state):
LAS - Las Vegas McCarran Inte

* Arrival or Departure:
Departure

05/25/2010

07:00 AM

Show Alternate Airports:

Air Travel

Please select flights for DCA - Washington
Ronald Reagan National Apt to LAS - Las Vegas
McCarran International Apt
departing on 05/25/2010

Skip This Flight

RESERVATIONS SUMMARY:
AIR: \$0.00

GSA Contractw/
Limited Availability

GSA Contract
Airfare

Other Gov't
Airfare

Other Airfare

AltGSA

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

 United 773	02:41 PM Depart DEN - Denver Intl Apt 03:46 PM Arrive LAS - Las Vegas McCarran International Apt	Tue 25-May-10	Flying Time: 2h 5min
	Equipment 752		

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply. AirResults

Request Assistance in Booking Flights



AIR RESERVATIONS: KEY POINTS

The screenshot shows a web interface for air reservations. At the top, there is a light green header bar. Below it, there are five blue tabs with rounded corners. The first tab is labeled 'GSA Contract w/ Limited Availability', the second 'GSA Contract Airfare', the third 'Other Gov't Airfare', the fourth 'Other Airfare', and the fifth 'AltGSA'. Below the tabs, there is a 'Sort By:' label followed by five radio button options: 'Departure Time', 'Arrival Time', 'Elapsed Time', 'Price', and 'Default'. The 'Default' option is selected, indicated by a green dot in the center of the radio button.

- Results auto-sort under 5 tabs; based on DoD policy
 - Results always open on left most tab with results
 - Results can be resorted at any time
- Reservations can not be held indefinitely
 - ALWAYS select tab 1 or 2 first; when flights available
 - ALWAYS select from left most tab when possible



AIR RESERVATIONS: TAB 1 & TAB 2

MOUSE OVER TABS TO SEE DEFINITIONS	DTS TAB 1: GSA Contract w/ Limited Availability	DTS TAB 2: GSA Contract Airfare
DTS TAB DEFINITION	<p>Further discounted GSA city pair fare for Federal government employees on official business.</p> <p>Fare is fully refundable and changeable.</p>	<p>Discounted GSA city pair for Federal government employees on official business.</p> <p>Fare is applicable to last seat available; fully refundable and changeable.</p>
ADDITIONAL INFORMATION	<ul style="list-style-type: none">• DoD contracted discount city pair fares; priced lowest to highest• Justification to AO NEVER required• Seats are capacity controlled; estimated prices good only on the limited number of seats shown• Tickets are fully refundable and changed without penalty; BUT (due to limited numbers)	<ul style="list-style-type: none">• DoD contracted discount city pair fares; priced lowest to highest• Justification to AO NEVER required• Seats are not capacity controlled; estimated prices good through the last seat open on the flight• Tickets are fully refundable and may be changed without penalty



AIR RESERVATIONS- TAB 3 & TAB 4

	DTS TAB 3: Other Gov't Airfare	DTS TAB 4: Other Airfare
DTS TAB DEFINITION	Competitive fares offered by airlines which may include combined city pair fares in non-city pair markets; any fare chosen may require justification and approval by your Authorizing Official.	Fares offered to the general public; refundable but may have advance purchase requirements. Selecting this fare requires justification and approval by your Authorizing Official.
ADDITIONAL INFORMATION	<ul style="list-style-type: none">• Flights always available• ALWAYS requires justification to AO• Flights may include government contracted segments• Two (2) types of fares offered:<ul style="list-style-type: none">- "ME TOO" competitive fares offered by non-GSA contracted carriers- CONSTRUCTED ROUTES which may include GSA contracted fare segments and non-contracted fare segments	<ul style="list-style-type: none">• Flights always available• ALWAYS requires justification to AO• Flights are never government contracted• <i>Costs may be less than any other available GSA contracted City Pair fare; but selection for this reason may not be a viable justification</i>• <i>It is the AO's responsibility to determine if a non-contracted government fare is approved for reimbursement or not</i>



AIR RESERVATIONS: ALT AIRPORT INDICATOR

AIR: \$0.00

GSA Contract w/
Limited Availability

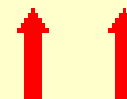
GSA Contract
Airfare

Other Gov't
Airfare

Other Airfare

AltGSA


Government Contract Airfare Exists For Alternate Airport/City



Seats on the Government Contract Airline are no longer available or you are traveling in a market in which no Government Contract fare exists.



AIR RESERVATIONS: SCREEN DETAILS

**Defense Travel System**
A New Era of Government Travel

[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/ Sign](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
DCA - Washington Ronald Reag

* Arrival Airport (or city, state):
LAS - Las Vegas McCarran Inte

* Arrival or Departure:
Departure

05/25/2009

09:00 AM

Show Alternate Airports: ☐

Search

Air Travel

Please select flights for DCA - Washington
Ronald Reagan National Apt to LAS - Las Vegas
McCarran International Apt
departing on 05/25/2009

Skip This Flight

RESERVATIONS SUMMARY:

AIR: \$0.00

GSA Contract w/
Limited Availability

GSA Contract
Airfare

Other Gov't
Airfare

Other Airfare


AltGSA

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

\$233.20 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: KCADCA [Fare Rules](#) [View Available Seats](#)

Select Flight

 Delta	07:00 AM Depart DCA - Washington Ronald Reagan National Apt 08:59 AM Arrive ATL - Atlanta Hartsfield-Jackson Intl Apt	Mon 25-May-09	Flying Time: 1h 59min Lay-over Time:
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AIR RESERVATIONS: SEATING CHARTS

A B C D E F

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A B C D E F

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34

available

unavailable

selected

smoking

blocked

exit row

bulkhead

galley

lavatory

stairs

handicap

if a specific seat can not be selected, please choose which type of seat you prefer :

Seat Selection:

Aisle

Seat Number:

25F

Done

30



TRAVEL/TICKET IDENTIFICATION INFORMATION



Defense Travel System
A New Era of Government Travel

Travel/Ticket Identification Information

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watchlisting, screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. We may share information you provide with law enforcement or intelligence agencies and others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport. When entering last name, do not include suffixes (e.g., Jr.).

* Last Name:

* First Name:

Middle Name:

☐ No Middle
Name

* DOB: (MM/dd/YYYY):

* Gender:

☒ M ☐ F

Redress Number:

Known Traveler Number:

☐ Save changes to permanent traveler information

Save TSA Information



AIR RESERVATIONS: COMPLETED

Please select flights for LAS - Las Vegas
McCarran International Apt to IAD - Washington
Dulles International Apt
departing on 08/18/2009

Skip This Flight

RESERVATIONS SUMMARY:

AIR: \$363.60

IAD to LAS : 08/10/09 08:29 AM Arrive: 10:22 AM

[Cancel Flight](#)

[Change](#)

GSA Contract w/
Limited Availability

GSA Contract
Airfare

Other Gov't
Airfare

Other Airfare

AltGSA

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☒ Default

\$363.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: ECAIAD

[Fare Rules](#)

[View Available Seats](#)

Select Flight



10:21 PM Depart LAS - Las Vegas McCarran
International Apt
05:49 AM Arrive IAD - Washington Dulles
International Apt +1 day
Equipment 325

Mon 17-Aug-09
Non-Stop Flight

Flying Time:
4h 28min

\$374.20 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: ECAIAD

[Fare Rules](#)

[View Available Seats](#)

Select Flight



11:35 PM Depart LAS - Las Vegas McCarran
International Apt
05:07 AM Arrive ORD - Chicago O'Hare
International Apt +1 day

Mon 17-Aug-09

Flying Time:
3h 32min
Lay-over
Time:
53min



RENTAL CAR RESERVATIONS SCREEN

tem
avel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

Rental Car

Select Rental Car for
**LAS - Las Vegas McCarran International Apt, NV
(United States)**
from 10/16/2006 through 10/18/2006

Skip This Car

RESERVATIONS SUMMARY:

AIR: \$689.10

IAD to LAS : 10 /16/06 08:25 AM Arrive: 10:42 AM [Cancel Flight](#) [Change](#)
LAS to IAD : 10 /18/06 08:45 AM Arrive: 04:10 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$0.00

Government Rates Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.



RENTAL CAR DEFAULT PARAMETERS

- DTS follows DoD policy for TDY travel:
 - Always sorted lowest to highest prices
 - Lowest priced vehicle is always first
 - Compact is always the default size
- Based on these defaults:
 - AO approval never needed for selection of first car
 - AO approval always needed for any car except the first
 - AO approval always needed for any car except lowest priced



RENTAL CAR: RETURNED RESULTS

Logged In As: ERIC T CARSON
Traveler Name: ERIC T CARSON

Document Name: ECHOUSTONCOUN072209_A01
Document Type: Authorization

Screen ID: 1096.1
[Close Window](#)
[Help for this screen](#)

Defense Travel System
A New Era of Government Travel

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Rental Car

[Modify Search](#)

Please Note: A Red Star (*) indicates a field is required.

* Pick-Up Date:

* Pick-Up Time:

* Drop-Off Date:

* Drop-Off Time:

One-Way Rental: ☐

* Pickup Airport (or city, state):

* Type:

[Search](#)

Rental Car

Select Rental Car for
TYR - Tyler, TX (United States)
from 07/22/2009 through 08/27/2009

[Skip This Car](#)

RESERVATIONS SUMMARY:

AIR: \$1,561.70

IAD to TYR : 07/22/09 06:45 AM Arrive: 10:30 AM
TYR to IAD : 08/27/09 05:20 AM Arrive: 04:10 PM

[Cancel Flight](#) [Change](#)
[Cancel Flight](#) [Change](#)

RENTAL CAR: \$0.00

[Government Rates](#) [Non-Government Rates](#)

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route: ☐

\$1,178.66 [Estimated Total Cost Including Taxes & Fees]

[Select Car](#)

	HERTZ IN TERMINAL Compact Car	Monthly Rate: \$800.49 Air Conditioning	Extra Hour: \$20.01 Extra Day: \$26.68 Unlimited Miles/Kilometers
--	-------------------------------------	---	---

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RENTAL CARS: SELECT CAR OR REQUEST ASSISTANCE

(ER) En Route: ☐

\$85.25		[Estimated Total Cost Including Taxes & Fees]		Select Car
	NATIONAL IN TERMINAL /SHUTTLE TO CAR Compact Car	Daily Rate: \$26.00 Air Conditioning Automatic	Extra Hour: \$8.67 Extra Day: \$26.00 Unlimited Miles /Kilometers	
\$90.80		[Estimated Total Cost Including Taxes & Fees]		Select Car
	BUDGET IN TERMINAL /SHUTTLE TO CAR Compact Car	Daily Rate: \$28.00 Air Conditioning Automatic	Extra Hour: \$9.00 Extra Day: \$28.00 Unlimited Miles /Kilometers	

If travel agent assistance is required, click on the button "Request Assistance in Booking Rental Car". NOTE: Additional travel agent handling fees may apply.

Request Assistance in Booking Rental Car



BASE QUARTERS

For Military Members

- On base quarters is required for:
 - Military members performing duty on a DoD installation
 - Non-Availability number required for reimbursement above the on-base lodging rate
- Military lodging reservations cannot be made in DTS
 - Military traveler books reservations directly with base
 - Booked reservations entered in DTS/Per Diem

For Civilian Employees

- AO cannot require civilians to stay in base quarters.





LODGING RESERVATIONS: OPTIONS AND INFO

Lodging

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Check-in Date:

* Check-Out Date:

Select By:

* City / TDY Location:

* Distance:
 Miles

Search

Lodging

Select Lodging for LAS VEGAS
from 05/25/2009 through 05/29/2009

Skip This Hotel

RESERVATIONS SUMMARY:

AIR: \$611.30

DCA-Washington, DC (USA) (National Apt) to LAS-Las Vegas, NV (USA) [Cancel Flight](#) [Change](#)
(McCarran Int'l. : 05/25/09 06:10 AM Arrive: 10:21 AM
LAS-Las Vegas, NV (USA) (McCarran Int'l. to DCA-Washington, DC [Cancel Flight](#) [Change](#)
(USA) (National Apt) : 05/28/09 11:35 PM Arrive: 05/29/09 07:02 AM

RENTAL CAR: \$148.73

ENTERPRISE LAS - Las Vegas McCarran International A Pickup: [Cancel Car](#) [Change](#)
05/25/09
Drop-off: 05/28/09

LODGING: \$0.00

Govt Safety Compliant Lodging Other Published Rates

Sort By: ☐ Distance ☒ Rate Range ☐ Hotel Name

Lodging Per Diem Rate Allowed is \$126.00 in LAS VEGAS,NV



LODGING RESERVATIONS: SELECT HOTEL

Lodging

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Check-in Date:
04/05/2010

* Check-Out Date:
04/10/2010

Select By:
TDY Location

* City / TDY Location:
AURORA CO

* Distances:
10 Miles

Search

Lodging

Select Lodging for AURORA
from 04/05/2010 through 04/10/2010

Skip This Hotel

RESERVATIONS SUMMARY:

AIR: \$2,780.89

GIG to DEN : 04/04/10 08:20 PM Arrives: 04/05/10 12:00 AM
DEN to GIG : 04/10/10 12:36 PM Arrives: 04/11/10 09:30 AM

LODGING: \$0.00

[Cancel Flight](#) [Change](#)
[Cancel Flight](#) [Change](#)

Govt Safety Compliant Lodging

Other Published Rates

Sort By: ☐ Distance ☒ Rate Range ☐ Hotel Name

Lodging Per Diem Rate Allowed Is \$158.00 in AURORA, CO

> Next 10

\$42.74 - \$74.99	Rate Range	Additional Hotel Information	Select Hotel
	Crossland Denver/Cherry Creek 4850 Leetsdale Dr Glendale CO, 80246	Phone: 303/333-2545 Fax: 303/333-2546 Toll Free: 800/398-7829	FEMA Approved Approx. Distances: 5 Miles

\$50.00 - \$69.00	Rate Range	Additional Hotel Information	Select Hotel
	Ramada Inn Denver 2601 Zuni St Denver CO, 80211	Phone: 303/433-6677 Fax: 303/455-1530	FEMA Approved Approx. Distances: 10 Miles



LODGING RESERVATIONS: ROOM SELECTION

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[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Lodging

Search By:

Check-In Date:
04/05/2010

Check-Out Date:
04/10/2010

Select By:
TDY Location

City:
AURORA

State:
CO

Country:

Distance:
10 miles

[Return to Hotel Listing](#)

Lodging

Select Lodging for AURORA
from 04/05/2010 through 04/10/2010

RESERVATIONS SUMMARY:

AIR: \$3,780.89

GIG to DEN : 04/04/10 08:20 PM Arrives 04/05/10 12:00 AM
DEN to GIG : 04/10/10 12:36 PM Arrives 04/11/10 09:30 AM

LODGING: \$6.00

Lodging Per Diem Rate Allowed is \$158.00 in AURORA,CO

Accommodations Selected



Quality Inn & Suites Denver Int
6090 Tower Rd
Denver, CO, 80249
Phone: 303/371-5300
Fax: 303/371-5150
Toll Free: 800/228-5151
Web Site: www.qualityinn.com
[Additional Hotel Information](#)

For property check in/check out times, view 'Additional Hotel Information' on website.
Cancellations not received according to the hotel policy may result in financial cancellation penalties. For the hotel cancellation policy, view 'Additional Hotel' property website.

State/Local rates may not apply to Federal Government Travelers

FedRooms Rates

FEDROOMS 1 KING BED / HANDICAPPED ROOM /FREE HIGH-SPEED WIRELESS	\$69.00/night	Select Room
FEDROOMS 1 KING BED / NO SMOKING / HANDICAPPED ROOM /FREE HIGH-SPEED WIRELESS	\$69.00/night	Select Room
FEDROOMS 1 KING BED / EFFICIENCY /FREE HIGH-SPEED WIRELESS/SMOKING ROOM	\$69.00/night	Select Room

REGULAR RATE

REGULAR RATE CONCIERGE ROOM * NEW BEDDING PKG* -1 KING OR 2 DBDB-*PRIVATE ACCESS*CONT BRKFST/APPETIZERS*FREE PARKING*	\$214.00/night	Tax 13%	Select Room
---	----------------	---------	-----------------------------

SENIOR RATES

MARRIOTT SENIOR DISC. MARRIOTT SENIOR DISC, QUALITY ROOM, 1 KING OR 2 DOUBLE BEDS MUST BE MINIMUM 62 YEARS OF AGE VALID ID REQUIRED	\$165.00/night	Tax 13%	Select Room
---	----------------	---------	-----------------------------

If travel assistance is required, click on the button "Request Assistance in Booking Hotel Room". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Hotel Room](#)

[Return to Hotel Listing](#)

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RESERVATIONS: TRIP SUMMARY



Defense Travel System
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[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[RETURN TO LIST](#)[Air](#)[Rail](#)[Rental Car](#)[Lodging](#)[Other Transportation](#)[Summary](#)

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)[Payment Information](#)[Final Trip Itinerary](#)

Air Travel Payment Summary:

[Add New Flight](#)

\$611.30 Total Cost (Including Taxes & Fees)

[View Flight Details](#)[Cancel](#) [Change](#)

Depart: 06:10 AM DCA-Washington, DC (USA) (National Apt)



TRIP SUMMARY: SELECT AIR OPTIONS

Payment Information

Final Trip Itinerary

Air Travel Payment Summary:

Add New Flight

\$611.30 Total Cost (Including Taxes & Fees)

View Flight Details

					Cancel	Change
	Depart: 06:10 AM DCA-Washington, DC (USA) (National Apt) Arrive: 07:52 AM CVG-Cincinnati, OH (USA) Frequent Flyer #: <div>--Please Select--</div>	<div>Special Requests</div>	Mon 05/25/2009	SEAT: 17F		
	Depart: 09:00 AM CVG-Cincinnati, OH (USA) Arrive: 10:21 AM LAS-Las Vegas, NV (USA) (McCarran Int'l) Frequent Flyer #: <div>--Please Select--</div>	<div>Special Requests</div>	Mon 05/25/2009	SEAT: 17F		
					Cancel	Change
	Depart: 11:35 PM LAS-Las Vegas, NV (USA) (McCarran Int'l) Arrive: 07:02 AM +1 day DCA-Washington, DC (USA) (National Apt) Frequent Flyer #: <div>--Please Select--</div>	<div>Special Requests</div>	Thu 05/28/2009	SEAT: 17F		

*Type: (Required)

Comm Air (Indiv Bill)

Method of Reimbursement:

GOVCC



TRIP SUMMARY: SELECT RENTAL CAR PAYMENT OPTION



Rental Car Payment Summary:

[Add New Rental Car](#)

\$148.73 Estimated Total Cost (Including Taxes & Fees)		Daily Rate: \$21.00		View Rental Car Details	
	<div>ENTERPRISE</div> <div>LAS - Las Vegas McCarran International A</div> <div>Frequent Renter #:</div> <div></div>	Special Requests	Pick-up Date: Mon 05/25/2009	Drop-off Date: Thu 05/28/2009	Cancel Change
*Type: (Required)	GOVCC 	Method of Reimbursement:		GOVCC	



TRIP SUMMARY: SELECT LODGING OPTIONS

Previous Estimated Total Cost (Excluding Taxes & Fees)		Rate: \$0.00 / Night		New Lodging Details	
	Quality Inn O'Hare Airpo Frequent Guest #: <div></div>	Special Requests	Check In: Wed 10/31/2007	Check Out: Fri 11/02/2007	Cancel Change
*Type: (Required)	GOVCC 	Method of Reimbursement:		GOVCC	

Rail Payment Summary:

[Add New Rail](#)

Other Ticketed Transportation:

[Add New Ticketed Transportation](#)

Change TDY Location

Save and Continue



TRIP SUMMARY: FINAL TRIP ITINERARY -

Payment Information	Final Trip Itinerary
Email this Itinerary Print this Itinerary	
DTS Detailed Travel Itinerary for ERIC WASHINGTON3	
DTS Document Name EWLASVEGASNV052509_A01 DTS / CTO Confirmation: 0TPZW2 (Please Reference this number when contacting the CTO.)	
Travel / TDY Information: Trip Type: AA-ROUTINE TDY/TAD Trip Purpose: TRAINING ATTENDANCE Trip Description: ATTENDING DTS TRAINING	
Location - 1 LAS VEGAS, NV Time Zone: PST (09) Leave From: RES: ARLINGTON, VA Arrive: 25-May-09 Leave: 29-May-09	
25-May-09 Air: Delta - Flight: 6421 06:10 AM DCA-Washington, DC (USA) (National Apt) 07:52 AM CVG-Cincinnati, OH (USA) Depart: Mon 25-May-09 Arrive: Mon 25-May-09 Elapsed Travel Time: 1h 42min Lay-over Time: 1h 8min Seat: 17F Frequent Flyer: Special Requests:	
Delta - Flight: 1543 09:00 AM CVG-Cincinnati, OH (USA) (National Apt) 10:21 AM LAS-Las Vegas, NV (McCarran Intl.) Depart: Mon 25-May-09 Arrive: Mon 25-May-09 Elapsed Travel Time: 1h 42min Lay-over Time: 1h 8min Seat: 17F Frequent Flyer: Special Requests:	
Car: ENTER RISE LAS Vegas McCarran International A Drop Location: LAS Vegas McCarran International A	
25-May-09 Lodging: Las Vegas Club Hotel & C 18 Fremont St LAS VEGAS NV 89101-5678 United States Phone: 702/385-1664 Fax: 702/380-5793 Toll Free: 800/634-6532 Room: 1 KING OR 2 QUEEN -SLEEPS 4 -1 ROLLAWAY Hotel Policies: Cancellations not received according to hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view "Additional Hotel Information" or the property website.	
28-May-09 Air: US Airways - Flight: 49 11:35 PM LAS-Las Vegas, NV (USA) (McCarran Intl.) 07:02 AM DCA-Washington, DC (USA) (National Apt) Depart: Thu 28-May-09 Arrive: Fri 29-May-09 Non-Stop Flight Elapsed Travel Time: 4h 27min Seat: 17F Air Confirmation: 123456 Frequent Flyer: Special Requests:	



SIGNATURE REQUIRED WARNING

17-Aug-09

Lodging:

Quality Inn

933 South Riverside Dr

ELMHURST IL 60126

United States

Phone: 630/279-0700

Fax: 630/279-0131

Toll Free: 800/228-5151

Phone Number:

630/279-0700

Fax Number:

Check In:

08/17/09

Check Out:

08/21/09

Hotel Confirmation: 12345678-

Room Type Code: Z107GOV

Frequent Guest:

Windows Internet Explorer



Your confirmed travel reservations will be cancelled in 24 hours if your authorization remains unsigned.

OK

AND TRONING BOARD website.

Your confirmed travel reservations will be cancelled in 24 hours if your Authorization remains unsigned

Reservations

Traveler: SIGNED stamp

AO: APPROVED stamp



NON-MILEAGE EXPENSES SCREEN



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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

[RETURN TO LIST](#)

Non-Mileage

Mileage

Per Diem Entitlements

Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 25-May-09 Return: 29-May-09

Non-Mileage Expense #1

* Select Expense Type:

- OR -

* Cost: \$

[view expense details / currency calculator](#)

* Date: 05/25/2009

(mm/dd/yyyy)



* Method of Reimbursement:



NON-MILEAGE EXPENSES DROP-DOWN

Leave: 25-May-09 Return: 29-May-09

Non-Mileage Expense #1

* Select Expense Type:

- OR -

Airport Tax
Authorized Business Call
Authorized Call Home
Baggage Tips
Boarding Fees
Cancel Fee - Air Travel
Cancel Fee - Hotel
Cancel Fee - Rental Car
Commercial Auto-In/Around
Commercial Auto-TDY/TAD
Commercial Auto-Terminal
Dual Lodging Cost
Excess Baggage
Gasoline-POV
Gasoline-Rental/Govt. Car
GOVCC ATM ADVANCE FEE
GOVCC ATM SERVICE FEE
Government Auto

Non-Mileage Expense

* Select Expense Type:

- OR -

Non-Mileage Expense

* Cost: \$

[view expense details / currency calculator](#)

* Date: 05/25/2009

(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

* Cost: \$

[view expense details / currency calculator](#)


* Date: 05/25/2009

(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --



ADDING MORE MILEAGE EXPENSES

**Defense Travel System**
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[RETURN TO LIST](#) [Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Non-Mileage Expenses


Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 17-Aug-09 Return: 21-Aug-09 **Add Expense**

* Expense Type:

- OR -

* Cost: \$

* Date: 

* Method of Reimbursement:

[view expense details / currency calculator](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
GOVCC ATM ADVANCE FEE	08/17/09	\$2.00	Edit Remove
Gasoline-Rental/Govt. Car	08/17/09	\$40.00	Edit Remove
Authorized Business Call	08/17/09	\$5.00	Edit Remove
Hotel Room Tax	08/21/09	\$50.00	Edit Remove
Hotel Sales Tax	08/21/09	\$35.00	Edit Remove
Total Expenses:		\$132.00	



EXPENSES: ENTER MILEAGE

Logged In As: ERIC T CARSON

Document Name: ECBUCKLEYAFBC080709_A01

Screen ID: 1034.1

[Close Window](#)

Traveler Name: ERIC T CARSON

Document Type: Authorization

[Help for this screen](#)

Defense Travel System
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Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 07-Aug-09 Return: 21-Aug-09

Mileage Expense #1

* Expense Type: Pvt Auto-TDY/TAD

* Date: 08/21/2009
(mm/dd/yyyy)

* Method of Reimbursement: Personal


Miles required to be obtained from
Defense Table of Distances [DoD Table of Distances](#)

* Miles 340.0 x Rate .550 = Cost \$ 187

Create separate mileage expense for return trip mileage: ☒



PER DIEM ENTITLEMENTS: SUMMARY

**Defense Travel System**
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

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Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.


[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/21/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$147.00	\$147.00 GOVCC-Individual	\$53.25 Personal	147 / 71	NONE				
06/22/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$147.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	NONE				
06/23/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$155.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	NONE				
06/24/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$155.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	ACTL				
06/25/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	147 / 71	NONE				

Reset All Edit All



PER DIEM DETAILS: ADJUST DATE RANGE



Defense Travel System
A New Era of Government Travel

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Mileage

Per Diem Entitlements

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Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)


Location:

COLORADO SPRINGS,CO

Values Apply From Date:

07/27/2009

Values Apply Through:



Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate:

Lodging:

[view expense details / currency calculator](#)

M & IE:

[view expense details / currency calculator](#)



PER DIEM DETAILS: ADJUST LODGING

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "[View Expense Details / Currency Calculator](#)" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate:

129 / 49

Lodging:

\$ 200.00

[view expense details / currency calculator](#)

M & IE:

\$ 49.00

[view expense details / currency calculator](#)

Duty Conditions



PER DIEM DETAILS: CLAIM ACTUAL LODGING

Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

- ☐ No Other Per Diem Entitlements
- ☐ Leave
Check here if you are taking leave for the above date or date range.
- ☐ Duty Day(s)(No Per Diem)
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- ☐ Non-Duty Day(s)
Check here if you need to use Non-Duty Day for the above date or date range.
- ☐ Authorized Delay
Check here if you need to use Authorized Delay for the above date or date range.
- ☒ Actual Lodging
Check here if you need to use Actual Lodging for the above date or date range.

Actual Lodging costs limited to: 485.00
- ☐ OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- ☐ In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements



PER DIEM SUMMARY: ACTUAL LODGING



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Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/21/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$147.00	\$147.00 GOVCC-Individual	\$53.25 Personal	147 / 71	NONE				
06/22/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$147.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	NONE				
06/23/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$155.00	\$147.00 GOVCC-Individual	\$71.00 Personal	147 / 71	NONE				
06/24/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$155.00	\$155.00 GOVCC-Individual	\$71.00 Personal	147 / 71	ACTL				
06/25/10	SAN DIEGO COUNTY,CA	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	147 / 71	NONE				

[Reset All](#)[Edit All](#)

Proceed to the following page:

Accounting Codes

[Continue](#)



PER DIEM DETAILS: DUTY CONDITIONS

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate:

147 / 71

Lodging:

\$ 147.00

> [view expense details / currency calculator](#)

M & IE:

\$ 71.00

> [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

- ☐ Field Conditions
- ☐ Adverse Effects/Commercial Quarters
- ☐ Inactive Duty Training (Local Commuting Area)
- ☐ Permissive TDY
- ☐ Hospital Stay
- ☐ Quarters Available
- ☐ Group Travel
- ☐ Essential Unit Messing
- ☐ Aboard U.S. Vessel
- ☐ Authorized Trip Home

Select one of the following:

- ☒ None
- ☐ Annual Training (Quarters and Meals Available)
- ☐ Annual Training (Quarters Available/Meals Not Available)
- ☐ Annual Training (Commercial Quarters)
- ☐ Active Duty Training (Quarters and Meals Available)
- ☐ Active Duty Training (Quarters Available/Meals Not Available)
- ☐ Active Duty Training (Commercial Quarters)
- ☐ Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- ☐ Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- ☐ Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)



PER DIEM DETAILS: MEAL PROVIDED

- ☐ Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- ☐ Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

- | | |
|--|---|
| <input checked="" type="radio"/> Full Rate | <input type="checkbox"/> Breakfast |
| <input type="radio"/> Elected | <input type="checkbox"/> Lunch |
| <input type="radio"/> Available | <input type="checkbox"/> Dinner |
| <input type="radio"/> Provided | Cost: <input type="text" value="0.00"/> |
| <input type="radio"/> Occasional | |
| <input type="radio"/> Special Rate | |

Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

- ☒ No Other Per Diem Entitlements



PER DIEM SUMMARY: MEAL PROVIDED

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
05/25/09	LAS VEGAS,NV	> Edit	> Reset	32.00	32.00 GOVCC- Individual	48.00 Personal	126 / 64	NONE				
05/26/09	LAS VEGAS,NV	> Edit	> Reset	32.00	32.00 GOVCC- Individual	64.00 Personal	126 / 64	NONE				
05/27/09	LAS VEGAS,NV	> Edit	> Reset	32.00	32.00 GOVCC- Individual	39.00 Personal	126 / 64	MEAL		X		
05/28/09	LAS VEGAS,NV	> Edit	> Reset	32.00	32.00 GOVCC- Individual	64.00 Personal	126 / 64	NONE				
05/29/09	LAS VEGAS,NV	> Edit	> Reset	0.00	0.00 GOVCC- Individual	48.00 Personal	126 / 64	NONE				

Reset All

Edit All



EXPENSES: SUBSTANTIATING RECORDS

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[RETURN TO LIST](#)

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements **Substantiating Records**

**HOW TO ATTACH RECEIPTS AND DOCUMENTS
AS SUBSTANTIATING RECORDS
IN DTS IS COVERED IN:**

**T-102 Document Processing:
Vouchers**

Check TraX for dates and times



ACCOUNTING CODES - TRIP TOTALS

Logged In As: [Eric Brown-DV](#)Document Name: [EBLASVEGASNV111307_A01](#)

Screen ID: 1067.1

[Close Window](#)Traveler Name: [Eric Brown-DV](#)

Document Type: Authorization


[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)[RETURN TO LIST](#)[Accounting Codes](#)[Trip Totals](#)

- **Accounting Code** required for all official DoD travel
- **DTS Accounting Codes** are called **LOA's**
- **LOA's** are usually adjusted by an **AO**; not a traveler

Please contact your DTA to learn how to insert or change an LOA



ADDITIONAL OPTIONS




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[Profile](#) [Partial Payments](#) [Advances](#)



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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)


[Profile](#) [Partial Payments](#) [Advances](#)

Scheduled Partial Payments

Below is a list of scheduled partial payments for this travel document. If there are none, or you would like the payments for these expenses, click "Schedule Partial Payments".

Scheduled partial payments are partial reimbursement payments that can be scheduled for trips that are greater than 45 days. The scheduled partial payments provide the traveler with partial reimbursement for travel expenses on specified dates. If partial payments are not scheduled, travel expenses will be reimbursed after the travel voucher for the trip has been completed and approved.

[Proceed to the following page:](#) [Preview](#)



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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Profile](#) [Partial Payments](#) [Advances](#)

Advances

Non-ATM Advances. Select the accounting Labels(s) that are associated to the Non-ATM Advance(s) for this trip.

Start Date: 15-May-11
End Date: 20-May-11

A non-ATM advance may not be requested on this travel document. The settings in the traveler's profile in this document contains settings indicating possession of a Government charge card and a non-exempt status. This, in combination with settings attached to the line(s) of accounting, prohibits the request of non-ATM advances. If you need assistance, contact your Authorizing Official or Defense Travel Administration.

Shared LOA: - No Other Accounts Available -
Cross Org LOA: - No Other Accounts Available -

Selected Non-ATM Accounting Label

Accounting Label	View Acctg Code	View/Edit	Remove
------------------	-----------------	-----------	--------

[Proceed to the following page:](#) [Preview](#) [Continue](#)



VALIDATE EFT INFORMATION

Accounting Information

Default Accounting Code Label:

EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

If the following account information is incorrect please click on the link below to update your account information from your permanent traveler profile. > Refresh Account Data

Account Type	Account Number	Routing Number	Expiration Date
CHECKING	5133466232	056005318	
GOVCC	4242424242424242	938917044	04/30/2023

Enter only one account with a routing number.

Mandatory EFT Payment: ☒ Yes ☐ No

☐ Save changes to permanent traveler information



REVIEW/SIGN: PREVIEW

The screenshot shows the Defense Travel System (DTS) interface. At the top, there is a navigation bar with the following tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below the navigation bar, there is a sub-navigation bar with the following buttons: RETURN TO LIST, Preview, Other Auths., Pre-Audit, and Digital Signature. On the left side, there is a sidebar with the text 'Preview Trip' and 'Review the details for'. On the right side, there is a button labeled 'Print Document'.

- ***DTS documents must be stamped SIGNED before they will route for review and approval.***
- ***DTS documents not stamped SIGNED within 24 hours of the time started trigger the cancellation of all selected reservations***



REVIEW/SIGN: PREVIEW

Logged In As: [Eric T Carson](#) Document Name: ECPHOENIXAZ050210_A01 Screen ID: 1064.5 [Close Window](#)
Traveler Name: [Eric T Carson](#) Document Type: Authorization [Help for this screen](#)

Defense Travel System
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[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: SITE VISIT
Trip Description:

Overall Starting Point Time Zone: PST (09)

Itinerary: [Edit](#) Leave From: SAN DIEGO, CA
Leave: 02-May-10

Location 1 - PHOENIX, AZ Time Zone: MST (08)

Itinerary: [Edit](#) Leave From: PHOENIX, AZ
TDY/TAD Location: PHOENIX, AZ
Arrive: 02-May-10

Overall End Point Time Zone: BST (04)

Itinerary: [Edit](#) Leave From: PHOENIX, AZ
Return Location: SAN DIEGO, CA
Arrive: 22-May-10

Expenses

No Expense Information Available.

Per Diem Entitlements

Lodging M&IE:	Start Date	End Date	Total Lodge	Total M&IE
Edit	05/02/10	05/22/10	\$2,800.00	\$1,455.50

Accounting Summary

Actual/Estimate		Allowed	
Accounting Code:	10 LOCAL Edit	Accounting Code:	10 LOCAL Edit
LODGING:	\$2,800.00	LODGING:	\$2,800.00
M&IE:	\$1,455.50	M&IE:	\$1,455.50
10 LOCAL Sub Total:	\$4,255.50	10 LOCAL Sub Total:	\$4,255.50
Calculated Trip Cost:	\$4,255.50	Calculated Trip Cost:	\$4,255.50

Document Totals

Actual/Estimate		Baseline Trip	View Worksheet
LODGING:	\$2,800.00	LODGING:	\$2,800.00
M&IE:	\$1,455.50	M&IE:	\$1,455.50
Calculated Trip Cost:	\$4,255.50	Calculated Trip Cost:	\$4,255.50

Advances and Scheduled Partial Payments Summary

No Advances requested.


Trip Length does not allow Scheduled Partial Payments.

[Save And Proceed To Other Auths](#)

Proceed to the following page: [Other Authorizations](#) [Continue](#)



OTHER AUTHORIZATIONS



Defense Travel System
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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations			
	Other Authorization	Remarks	Remove
1	MEALS PROVIDED	<div>Dinner is provided in the cost of the registration for the training.</div>	remove

Save And Proceed To Pre-Audits



PRE-AUDIT TRIGGERS

Traveler Name: Eric T DTMOTRAIN-UDocument Type: Voucher[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)[RETURN TO LIST](#)[Preview](#)[Other Auths.](#)[Pre-Audit](#)[Digital Signature](#)**Pre-Audit Trip**[Help for this](#)Below are any
flagged items w

WHAT TRIGGERS A PRE-AUDIT FLAG?

- ☐ Anything outside policy; per JFTR/JTR
- ☐ Excessive expenses



PRE-AUDIT: FLAGS & JUSTIFICATIONS

6 Items have been Flagged in this Travel Document

1.

Reason Flagged

→ ACTUALS EXPENSE

Item Description

→ ACTUAL EXPENSE ALLOWANCE REQUESTED.

* Justification to Approving Official

[<Help>](#)

Lodging costs exceed local per diem because there is a big convention in town; only rooms available

2.

Reason Flagged

→ Add GOVCC-Individual ATM

Item Description

→ Add GOVCC-Individual ATM

* Justification to Approving Official

[<Help>](#)

Cash advance taken



PRE-AUDIT AIR RESERVATION

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ NON-GOVERNMENT FARE	→ Air Fare selected is not a GSA City Pair, GSA City Pair w/Capacity Limits, or a Government Fare, although one was available at time of selection: NW-1703 DCA-Washington, DC (USA) (National Apt) 08/24/00 - 09/10/00	Reason Codes <div></div>

Pre-Audit Reason Codes For NON-GOVERNMENT FARE

Select	Reason Code & Description	Authority Source Reference
<input type="checkbox"/>	<p>C1 - Does not meet mission requirements</p> <p>Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip.</p> <p>Space on scheduled flights (including a confirmed pet space (see note)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that</p>	<p>DTR, Appendix H</p> <p>JTR, Chapter C2002A, JFTR, Chapter U3145A-4a</p>



PRE-AUDIT: ADVISORY NOTICES

The following are provided for advisory purposes only

5.	Advisory	Advisory Description <Help>
	→ ATM ADVANCE WITH NO FEE	→ YOUR VOUCHER INDICATES AN ATM ADVANCE ON YOUR GOVCC, BUT NO ATM ADVANCE FEE HAS BEEN CLAIMED. THIS DOES NOT APPLY TO THE SEPARATE ATM SERVICE FEE.
6.	Advisory	Advisory Description <Help>
	→ LEAVE REQUESTED	→ LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.

Save And Proceed To Digital Signature



REVIEW/SIGN: DIGITAL SIGNATURE

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

SIGNED

Routing List:

HPMO1

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Elaine Drury	0



DIGITAL SIGNATURE LOGIN

Defense Travel System

Processing signature...

The CAC PIN is not required when signing a document, DTS will automatically match the certificate you used when initially logged into DTS



SIGNED AUTHORIZATION

- View Vouchers
- View Local Vouchers
- View Group Authorizations

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

- [Create New Authorization/Order](#)
- [Create Trip Template](#)

Existing Authorizations/Orders

<u>Sort by</u> Document Name	Sorted by Departure Date	<u>Sort by</u> Status	<u>Sort by</u> TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
EWLASVEGASNV052509_A01	05/25/09	CTO BOOKED		> view/edit	> print	> trip cancel	



SUMMARY POINTS

- DTS Authorization is step #1 for TDY travel
- Build the entire itinerary first
- Complete ALL travel reservations
- Enter estimated expenses
- Check or add your LOA
- Adjust Per Diem Entitlements
- Respond to Other Authorization prompts
- Respond to Pre-Audit prompts
- SIGN the doc to send it for approval



CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us improve this class:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &



THANK YOU FOR ATTENDING DISTANCE LEARNING

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DTMO distance learning classes**

**Go to the
DTMO Website > Training Resources Center**